



Hi there,

Organizational change can bring a wide range of emotions. Whether the change involves new leadership, a shift in company direction, a merger, budget challenges, or even rapid growth, it is completely normal to feel unsure at first. This toolkit was created to help you find steadiness and hope as you move through the new chapter ahead.

Every person experiences change differently. You may feel excited about new possibilities or you may feel anxious about the unknown. Both are valid. You deserve space to process things at your own pace and in your own way. This toolkit will walk with you step by step and help you stay grounded when things feel unfamiliar.

During times of transition, it helps to reconnect with your strengths and the experiences that have shaped you. You have already overcome many challenges in your life and each one has prepared you for this moment. You are capable, resourceful, and able to navigate the path that is unfolding.

We hope this toolkit gives you reassurance, perspective, and practical tools to support your wellbeing. If you ever want personal, one-on-one support, a LifeGuide is available to listen, encourage, and help you talk through whatever parts of the change feel challenging.

To bright days ahead,
The LifeGuides Team

Understanding the Type of Change Happening

Getting Clear On What Is Shifting

A calm look at the situation can bring comfort & direction

Change can feel overwhelming until you understand what is happening and why. Clarity gives you a sense of control and helps you respond rather than react.

Use this list to identify what type of change might be taking place:

- ✓ Leadership updates or new executives joining
- ✓ Company mergers or acquisitions
- ✓ Budget changes or financial adjustments
- ✓ Team restructures or department shifts
- ✓ Culture shifts or adjustments in values
- ✓ Reductions in force or layoffs
- ✓ Rapid scaling or fast-paced growth
- ✓ New strategic direction or different priorities

Helpful ways to get grounded:

- ✚ Seek information from official company updates
- ✚ Focus on what is known and avoid assumptions
- ✚ Write down what is unclear so you can ask questions later
- ✚ Identify what is staying the same and stable

For more support on clarity and mindset, refer to our [Embracing Change Toolkit](#).



Navigating Emotions During Change

Your Feelings Are Real & Important

Even positive change can bring stress or uncertainty

It is normal to feel a mix of emotions during organizational transitions. Showing yourself compassion can make the process feel lighter and less overwhelming.

Common Feelings Due To Workplace Change:

- Worry about the future
- Excitement for new opportunities
- Confusion about new expectations
- Stress from shifting priorities
- Sadness if coworkers leave
- Uncertainty about your role
- Curious about impact on team dynamics

Ways To Care For Yourself

- Pause and acknowledge what you feel
- Share your experience with someone you trust
- Practice simple grounding techniques such as deep breathing
- Maintain routines that support your wellbeing
- Give yourself time to adjust

Studies show that emotional awareness improves resilience & supports better decision making during change. For more personal guidance, connect with a LifeGuide.

Changes in Leadership or Company Direction

Adjusting To New Vision & Expectations

How to stay steady when the future feels unclear

Leadership changes can influence culture, priorities, and everyday workflow. It is natural to feel unsure as you learn how new leaders think and communicate.

Helpful mindset reminders:

New leaders often aim to improve a company's long-term health

You can stay open & observant without needing immediate answers

It takes time for communication & direction to stabilize

Your experience & history still matter

What you can do:

- Attend meetings where leadership shares updates
- Ask questions that help you understand goals
- Listen for themes or repeated messages
- Stay patient as details unfold

When The Organization Is Growing Quickly Managing The Pace Of Expansion

Growth can feel exciting & exhausting at the same time

Rapid scaling creates new opportunities but can also bring stress, heavier workloads, and shifting priorities. Employees often feel stretched thin during growth phases.

What fast growth may look like:

- Many new hires joining quickly
- New products, markets, or responsibilities
- More meetings & collaboration needs
- Changes in reporting structures
- Limited clarity while processes catch up

Ways to navigate the pace:



Practice saying yes only to what is realistic



Keep track of priorities so you feel organized

Offer ideas for improvements & efficiencies



Celebrate progress you notice in yourself & your team

Remember that growth phases eventually stabilize. Your adaptability during this time is a valuable strength.

When The Company Is Facing Financial Challenges Finding Stability During Uncertainty

You can stay grounded even when finances create pressure

When a company experiences financial strain, it can affect culture, morale, and communication. Employees may worry about budgets, resources, and future plans.

What organizational financial hardship may look like:

- Reduced budgets
- Hiring freezes
- Changes in benefits or resources
- More focus on efficiency
- Delayed projects or smaller teams

Ways to stay steady:

Focus on what you
can control in your
daily work



Communicate with your
manager if something
feels unclear

Ask for direction on
priorities if workload
feels heavy



Use relaxation
techniques to
manage stress

Stay connected
with supportive
coworkers



It can help to revisit grounding practices from the [Embracing Change Toolkit](#) when stress levels rise.

When The Organization Is Restructuring/Reducing Roles Caring For Yourself During Difficult Shifts

You can move through this period with strength & compassion

Restructures and reductions in force can be some of the hardest moments at work. Even if your role is not directly affected, it can still feel emotional or unsettling.

You may notice:

- 😞 Changes in teams or responsibilities
- 😞 Departures of coworkers or leaders
- 😞 Adjustments to workload or expectations
- 😞 Feelings of grief, fatigue, or uncertainty

Ways to support yourself:

- 😞 Acknowledge the heaviness of the moment
- 💻 Reach out to a LifeGuide for emotional support
- 🤝 Stay connected with coworkers you trust
- 🗣️ Clarify expectations with your manager
- 🧘 Take breaks that help you reset

You deserve kindness and support during these moments. Give yourself permission to take things one day at a time.

Create a plan to stay motivated & productive using our [Wellbeing Action Plan Toolkit](#).

Staying Connected & Building Resilience

You Are Growing Through This

Connection helps you stay strong and hopeful

Human connection is one of the most powerful tools during times of change. When people support one another, resilience grows naturally.

Ways to stay connected:

- 🌀 Schedule a quick check in with a teammate
- 🌀 Join or reconnect with employee resource groups
- 🌀 Share appreciation with someone you work with
- 🌀 Ask how others are feeling and listen with care
- 🌀 Create small moments of fun or lightness with your team

Ways to build resilience:

Celebrate the wins!

Prioritize sleep & hydration

Keep a small list of things that help you feel grounded

Remember past moments where you overcame challenge

Practice positive self talk

To help with practicing building resilience, grab our [Healthy Habits Toolkit](#).

Worksheet For Any Type Of Organizational Change

Your Personal Reflection & Action Page

Use this page to explore where you are and where you want to go.

What type of change is happening around you?

Write a short description in your own words.

How is this change making you feel?

List three emotions you notice today.

What feels uncertain or unclear?

List questions you want answered or details you hope to understand better.

What strengths are helping you through this moment?

List at least three that you have used before during past transitions.

What support would help you feel grounded right now?

Think about communication, clarity, connection, or personal wellbeing needs.

What is one small step you can take this week?

Choose something simple, realistic, and supportive.

Who can you reach out to?

A coworker, manager, or LifeGuide.

What do you want to remember about yourself during this transition?

Write a short affirmation or encouraging message.

LifeGuides can support you as you navigate these changes & shifts. Guides have been there & want to help.
[Get started here & find your Guide!](#)

